

**ELK TOWNSHIP COMMITTEE**  
**Work Session Minutes**  
**September 18, 2012**

The work session of the Elk Township Committee was held on the above date in the Municipal Building. The meeting was called to order by Mayor Barbaro at 7:30PM.

The Open Public Meeting Notice was read.  
The Salute to the Flag was recited.

Present were: Mr. Pantaleo, Mrs. Sammons, Mr. Spring, Mr. Swanson, Mayor Barbaro, Mr. Considine, CFO, and Mrs. Pine, Township Clerk.

**APPROVAL OF MINUTES**

Motion by Mrs. Sammons seconded by Mr. Spring to approve the minutes of September 6, 2012 Regular Meeting and Closed Session, motion carried with Mr. Pantaleo abstaining.

**1<sup>st</sup> PUBLIC PORTION**

Motion by Mr. Swanson to open the meeting to the public, seconded by Mr. Pantaleo, all were in favor, motion carried.

Mayor Barbaro asked if anyone had any questions concerning the resolution on tonight's agenda to come forward at this time.

There was no public comment.

Motion by Mr. Swanson to close the public portion, seconded by Mrs. Sammons, all were in favor, motion carried.

**RESOLUTIONS:**

**R-98-2012** – Resolution Appointing an Assistant Tax Collector for the Township of Elk - Janeen Hitchner  
Motion by Mr. Swanson, seconded by Mr. Pantaleo to adopt and approve said resolution.

Roll Call:	Mr. Pantaleo	Yes
	Mrs. Sammons	Yes
	Mr. Spring	Yes
	Mr. Swanson	Yes
	Mayor Barbaro	Yes

**TOPICS:**

Mr. Spring stated we are required to have an Exposure Control Officer. Mr. Fred Boeckle, has volunteered to take on the responsibility for the township. The township, police department, public works department and fire departments will all be under one plan. Records will be kept in a secure cabinet at Ferrell Fire House.

Street Name changes and street vacations listing was reviewed by committee. There were 3 additional changes. 2 portions of Harrison Ave. will be changed one to Shoultz Ave. – From Buck Rd. to the dead end and Polk Ave. – the other between Cedar St. and State St.; Roosevelt Ave. will change to Swanson Ave. between block limit of Christian St. and Leddon St. The new name changes will be sent to committee and also Brian Duffield to draft up the ordinance. As for house numbers being changed, only the roads that are having a street name change will have the numbers corrected.

We no longer have a Right to Know Coordinator for the township. Mrs. Sammons will talk to the Dave Strout, our Risk Management Consultant/Safety Coordinator about the need for this position.

Mrs. Sammons stated currently the township does not have a local Landlord/Tenant Registration requirement or fees. There is a state requirement for landlords to file a form. However, a CO inspection is not required or a fee charged for any change in tenancy. There are several towns that require an

inspection and a registration fee every year. Mrs. Sammons feels this is something that should be looked into. Mayor Barbaro would like committee to review the information from Mrs. Sammons and it will be discussed further at the next work session.

The list of township owned properties and liens was given to committee. There are a lot of properties. The tax collector will be asked for a recommendation of township owned properties that have some value.

The township used to request a septic certification as part of a CO or CA applicaiton. That is no longer being requested. Mr. Swanson stated there are new state regulations. Mr. Duffield will be asked for ordinances from other towns having this as a requirement for a CO or CA and will be discussed further at a meeting.

Mr. Pantaleo would like to hold a Committee Town Hall Meeting. Ferrell Fire House is booked for the month of October. Mayor Barbaro will contact Aura Fire Department to see if they have anything available in early October.

The 97<sup>th</sup> Annual League of Municipalities conference is November 13-15, 2012. The township has paid the registration fee in the past for employees. The fee this year is \$50 per person. Committee agreed to continue paying the registration fee.

Mr. Pantaleo mentioned snow season is coming and asked if there is a contingency plan for this winter. Bill Wiberg approached Mr. Pantaleo and offered his help with snow plowing if needed. Mr. Pantaleo asked what prompts the plows to go out? Is it 2 inches of snow on the ground? Who is going to be plowing for the township since there is only a part timer in public works?

Mayor Barbaro stated we have used contractors in the past. They can be called when needed.

Mr. Swanson stated we should have a contract so the township is the first priority.

Mr. Swanson stated he has a person that has a CDL with a tanker endorsement. He will be able to drive the brine truck. He is willing to work, would like full time, but will work part time until full time is available.

Mayor Barbaro would like to have the resume.

Mayor Barbaro asked Mr. Considine for the names of the people that have plowed in the past.

Mr. Considine stated a letter has been received by Green Acres Program concerning the sign coming into the park that has a "Resident Only" statement on it. This statement has the effect of no one other than township residents can use the park, when the back portion of the park was developed with Green Acres funding and is open to everyone.

The sign has been removed.

Mr. Swanson mentioned he would like to hire someone for public works.

There was discussion on the hiring process of township employees.

## **PUBLIC PORTION**

Motion by Mr. Spring to open the meeting to the public, seconded by Mr. Pantaleo, all were in favor, motion carried.

Mayor Barbaro asked if anyone had any issues they would like to bring to the township committees attention to come forward at this time.

Edward Mick- 239 Unionville Rd., was back to see about the tanks, and about the dumping on his neighbors property. Mr. Mick provided the clerk with the letters he had from the DEP. Mayor Barbaro stated the township solicitor has not had the chance to review the letters there is no comment from township committee. Mr. Mick stated all the tanks have been removed but in order to move solid waste you must have a license. Mr. Mick read the rule for transporting waste; "all solid waste, medical, and hazardous waste transporters must be registered.

Mayor Barbaro asked if a pick up truck can be considered a transporter? Mr. Mick stated a pick up truck is a transporter.

Mr. Spring stated he occasionally takes waste to the dump and he is not registered.

Mayor Barbaro again stated the township has no further comment, until the solicitor has had a chance to review the letters.

Motion by Mr. Spring to close the public portion, seconded by Mr. Swanson, all were in favor, motion carried.

#### **PAY BILLS**

Motion by Mrs. Sammons, seconded by Mr. Spring to Pay the Bills, upon roll call motion was carried.

Roll Call:	Mr. Pantaleo	Yes
	Mrs. Sammons	Yes
	Mr. Spring	Yes
	Mr. Swanson	Yes
	Mayor Barbaro	Yes

Mr. Considine obtained the budget information for the public works department.

As of pay 19 of the 26 pays for the year, there is \$6500 in salaries and wages, with the current employee working his 3 days a week for the remainder of the year, that will use an additional \$4800 in S&W, leaving about \$1700 for snow plowing over time. In the OE portion of the budget there is still \$11,000 for a PW Supervisor.

For snow there is \$4600 for a non contractor and \$3000 for salt and brine.

Budget money can be transferred on November 1<sup>st</sup>.

Mr. Swanson asked Mayor Barbaro to take over the position of liaison to public work. Mr. Swanson does not want to responsible for the department any longer. There is a lot of work that is not getting done.

Mr. Spring feels there is a communication problem with the hiring and firing of employees. Committee should be notified prior to a meeting of the appointment of a new employee. Mr. Pantaleo agrees with the need for additional communication.

#### **ADJOURNMENT**

Motion by Mr. Spring to adjourn, seconded by Mr. Swanson, all were in favor, the meeting was adjourned at 8:49 PM.

Respectfully Submitted,

Debora R. Pine, RMC, CMC  
Township Clerk

**RESOLUTION R-98-2012**

**RESOLUTION APPOINTING AN ASSISTANT TAX COLLECTOR  
FOR THE TOWNSHIP OF ELK – Janeen Hitchner**

**WHEREAS** there is a need for an Assistant Tax Collector for the Township of Elk, due to the resignation of Assistant Tax Collector Tana Sammons; and


**WHEREAS** the Elk Township Tax Collector has advertised for the position of Assistant Tax Collector; and

**WHEREAS** the Elk Township Tax Collector has recommended to Township Committee that Janeen Hitchner be appointed to fill the position of Assistant Tax Collector.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Elk that Janeen Hitchner is hereby appointed as Assistant Tax Collector for the Township of Elk effective September 25, 2012 for a term to expire December 31, 2012.

**THIS RESOLUTION IS DULY ADOPTED** by the Township Committee of the Township of Elk at its meeting held on the 18<sup>th</sup> day of September, 2012 at the Municipal Building, 667 Whig Lane Road, Monroeville, NJ 08343.

**TOWNSHIP OF ELK**

  
Philip A. Barbaro, Jr., Mayor

**ATTEST:**

  
DEBORA R. PINE, TOWNSHIP CLERK

ROLL CALL VOTE				
COMMITTEE	AYES	NAYS	ABSTAIN	ABSENT
Pantaleo	✓			
Sammons	✓			
Spring	✓			
Swanson	✓			
Barbaro	✓			

**CERTIFICATION**

I hereby certify that the above resolution is a true copy of a resolution adopted by the Township Committee of the Township of Elk, County of Gloucester, State of New Jersey, at a meeting held by the same on September 18, 2012 in the Elk Township Municipal Building, 667 Whig Lane Road, Monroeville, New Jersey.

DEBORA R. PINE, Township Clerk

**BILL APPROVAL**  
**September 18, 2012**  
**Bank Wires, Manual and Interim Checks**

**GENERAL ACCOUNT:**

1) Elk Township	12-00762	\$67,485.80
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**ELMER ESCROW:**

1) Adams and Adams	12-00777	\$300.00
2) Fralinger Engineering	12-00778	\$413.60
3) Bach Associates	12-00783	\$337.50
4) Daniel and Susan Ferrazzano	12-00784	\$7.30

09/17/12  
19:20:22

TOWNSHIP OF ELK  
Check Payment Batch Verification Listing

Page No: 1

Batch Id: SC Batch Type: C Batch Date: 09/18/12 Checking Account: CURRENT G/L Credit: Budget G/L Credit  
Generate Direct Deposit: N

Check No.	Check Date	Vendor # Name	Payment Amt	Charge Account Description	Account Type	Status	Seq
PO #	Enc Date	Item Description					
12-00775	09/16/12	1 09/18/12 A0055 ADAMS & ADAMS GENERAL LEGAL	630.00	2-01- -023-232 LEGAL COSTS	Budget	Aprv	26
12-00775	09/16/12	2 SILVERGATE LITIGATION	180.00	2-01- -023-232 LEGAL COSTS	Budget	Aprv	27
12-00775	09/16/12	3 WEONA POND LITIGATION	30.00	2-01- -023-232 LEGAL COSTS	Budget	Aprv	28
			----- 840.00				
12-00757	09/08/12	1 09/18/12 A0145 ANDREW ALTENBURG, JR, ESQUIRE BANKRUPTCY ATTORNEY-TOY	366.00	2-01- -017-222 LEGAL OPERATING EXPENSES	Budget	Aprv	11
			----- 366.00				
12-00772	09/16/12	1 09/18/12 A0260 ATLANTIC CITY ELECTRIC ELECTRIC ANNEX	105.07	2-01- -037-223 ELECTRICITY	Budget	Aprv	23
			----- 105.07				
12-00733	09/02/12	1 09/18/12 A0359 AUTO SHINE CAR WASH JULY SERVICE	47.50	2-01- -029-225 MISCELLANEOUS	Budget	Aprv	1
			----- 47.50				
12-00769	09/16/12	1 09/18/12 B0202 VERIZON WIRELESS MONTHLY AIR CARDS	88.74	2-01- -037-224 TELEPHONE	Budget	Aprv	21
			----- 88.74				
12-00756	09/08/12	1 09/18/12 C0082 CETTEI & CONNELL, INC. ACCIDENT POLICY	2,178.00	2-01- -026-223 LIABILITY (JIF/SURITY)	Budget	Aprv	10
			----- 2,178.00				
12-00765	09/16/12	1 09/18/12 C0167 COMCAST MONTHLY SERVICES	67.13	2-01- -037-224 TELEPHONE	Budget	Aprv	19
			----- 67.13				
12-00779	09/16/12	1 09/18/12 E0245 ELK TOWNSHIP RECREATION ANNUAL ALLOCATION	1,000.00	2-01- -044-222 RECREATION OTHER EXPENSES	Budget	Aprv	30

09/17/12  
19:20:22

TOWNSHIP OF ELK  
Check Payment Batch Verification Listing

Page No: 2

Check No.	Check Date	Vendor # Name	Payment Amt	Charge Account Description	Account Type	Status	Seq
PO #	Enc Date	Item Description					
			----- 1,000.00				
12-00780	09/16/12	09/18/12 E0247 ELK TOWNSHIP SENIOR CITIZENS 1 ANNUAL ALLOCATION	1,000.00	2-01- -045-222 SENIOR CITIZENS CONTRIBUTIONS	Budget	Aprv	31
			----- 1,000.00				
12-00776	09/16/12	09/18/12 F0510 FRALINGER ENGINEERING PA 1 GENERAL ENGINEERING	200.55	2-01- -017-222 LEGAL OPERATING EXPENSES	Budget	Aprv	29
			----- 200.55				
12-00761	09/08/12	09/18/12 F0525 FRED HARZ & SONS 1 TRACTOR TIRES	209.94	2-01- -034-239 REPAIRS TO EQUIPMENT	Budget	Aprv	15
12-00761	09/08/12	2 TRACTOR TIRES	228.91	2-01- -034-239 REPAIRS TO EQUIPMENT	Budget	Aprv	16
			----- 438.85				
12-00758	09/08/12	09/18/12 G0173 GARDEN STATE HIGHWAY PRODUCTS 1 STREET SIGNS	1,254.85	2-01- -035-222 ROAD SIGNS OPERATING EXPENSE	Budget	Aprv	12
			----- 1,254.85				
12-00773	09/16/12	09/18/12 G0300 GLOUCESTER COUNTY TIMES 1 ADVERTISING	84.00	2-01- -043-228 ADVERTISEMENTS	Budget	Aprv	24
			----- 84.00				
12-00759	09/08/12	09/18/12 M0018 MAJESTIC OIL COMPANY, INC. 1 8/31 - UNLEADED	1,738.64	2-01- -037-226 GASOLINE/DIESEL	Budget	Aprv	13
12-00766	09/16/12	1 9/12 - UNLEADED	1,995.29	2-01- -037-226 GASOLINE/DIESEL	Budget	Aprv	20
			----- 3,733.93				
12-00763	09/16/12	09/18/12 P0075 PARALLEL EDGE, INC. 1 SONIC FIREWALL	785.13	2-01- -020-225 MISCELLANEOUS	Budget	Aprv	17
			----- 785.13				
12-00774	09/16/12	09/18/12 S0026 SALEM CTY CLERK, TREASURER AND 1 REGISTRATION PINE AND FOLEY	70.00	2-01- -040-225 MISCELLANEOUS	Budget	Aprv	25

09/17/12  
19:20:22

TOWNSHIP OF ELK  
Check Payment Batch Verification Listing

Page No: 3

Check No. PO #	Check Date Enc Date	Vendor # Name Item Description	Payment Amt	Charge Account Description	Account Type	Status	Seq
			70.00				
12-00748	09/04/12	09/18/12 S0100 MILTON SAHMS 1 REIMBURSE SMALL GENERATORS	382.93	2-01- -033-222 EMERGENCY MANAGEMENT O E	Budget	Aprv	2
			382.93				
12-00751	09/08/12	09/18/12 S0414 SINGH REAL ESTATE 1 REIMBURSE-LIENS	3,316.12	2-01- -920-001 REFUND OVERPAYMENT OF TAXES	Budget	Aprv	4
			3,316.12				
12-00754	09/08/12	09/18/12 T0390 THIS & THAT UNIFORMS 1 WELLS-UNIFORM	714.00	2-01- -029-236 EQUIPMENT & SUPPLIES	Budget	Aprv	8
			714.00				
12-00750	09/08/12	09/18/12 T0526 TILDENTECH, LLC 1 REPAIR COMPUTER-CONSTRUCTION	239.75	2-01- -046-223 OFFICE SUPPLIES	Budget	Aprv	3
			239.75				
12-00782	09/17/12	09/18/12 T0610 TRIPLET FUEL, LLC 1 UNLEADED REGULAR	80.78	1-01- -037-226 GASOLINE/DIESEL	Budget	Aprv	32
			80.78				
12-00753	09/08/12	09/18/12 U0105 U.S. CAVALRY 1 QUICK RELEASE PLATE CARRIER	101.42	2-01- -029-236 EQUIPMENT & SUPPLIES	Budget	Aprv	7
			101.42				
12-00771	09/16/12	09/18/12 V0203 VERIZON - CMR CLAIMS DEPT. 1 BILL 201BP657E0912-REPAIR	1,477.07	2-01- -034-225 MISCELLANEOUS	Budget	Aprv	22
			1,477.07				
12-00752	09/08/12	09/18/12 W0080 WARREN'S HARDWARE 1 EXTENSION LADDER	290.99	2-01- -034-236 EQUIPMENT & SUPPLIES	Budget	Aprv	5
12-00752	09/08/12	2 EXTENSION LADDER	29.10	2-01- -034-236 EQUIPMENT & SUPPLIES	Budget	Aprv	6
			261.89				

09/17/12  
19:20:22

TOWNSHIP OF ELK  
Check Payment Batch Verification Listing

Page No: 4

Check No.	Check Date	Vendor #	Name						
PO #	Enc Date	Item	Description	Payment Amt	Charge Account Description	Account Type	Status	Seq	
12-00764	09/16/12	1	STARTER KEYS	6.49	2-01- -034-236 EQUIPMENT & SUPPLIES	Budget	Aprv	18	
				-----					
				6.49					
12-00755	09/08/12	1	REIMBURSE TRAINING-WELLS	1,872.06	2-01- -029-225 MISCELLANEOUS	Budget	Aprv	9	
				-----					
				1,872.06					
12-00760	09/08/12	1	AUGUST TIPPING	11,980.41	2-01- -038-221 TIPPING FEES	Budget	Aprv	14	
				-----					
				11,980.41					
-----									
		Count	Line Items	Amount					
		-----	-----	-----					
Checks:		27	32	32,692.67					

There are NO errors or warnings in this listing.

